ENROLLMENT REFERENCE CARD

This reference card was prepared to provide simple step-by-step instructions for common tasks in SIS2000+. It is not intended to be a replacement for the documentation provided with the program. For more-detailed instructions, refer to the online documentation at:
http://www.grand.k12.ut.us/webdocs/main.htm

HOW TO ENTER A NEW STUDENT

NOTE: Be certain the student has <u>never</u> been in the district's SIS2000+ database before. Otherwise, see the next section on how to re-activate a former student.

1. SIS2000+ | Enrollment | Student Editor
2. Click **Enter**.
3. Click **New**.
4. Use the tab key to move between fields and enter information.
5. Click **Save**.
6. Click **Add**.
7. Enter immunization information.
8. Click **Save**.

HOW TO RE-ACTIVATE A FORMER STUDENT

1. SIS2000+ | Enrollment | Student Editor
2. Click **Enter**.
3. Enter the last name of the student.
4. Click **Find**.
5. If a list of names appears, highlight the student then click **Select**.
6. Click **Enroll**.
7. Update demographic information.
8. Click **Continue**.
9. Update remaining demographic information on all eight screens.
10. Click **Save**.

HOW TO WITHDRAW A STUDENT

NOTE: Delete the student's schedule first, then withdraw the student. This process defaults to "update" and leaves a records of the student's enrollment.

1. SIS2000+ | Enrollment | Student Editor
2. Find the student record.
3. Go to the "General" information screen.
4. Highlight the current open status record.
5. Click **Status**.
6. Click **Withdraw**.
7. Enter information in all three fields under "Close Current Status Record."
8. Click **Save**.

HOW TO CHANGE A STUDENT'S STATUS

Note: Change a student's status only if the student is remaining in the current school but his/her status has changed (homebound, extended vacation, part-time attendance, promoted to a new grade mid-year, placed or removed from special education, etc.)

1. SIS2000+ | Enrollment | Student Editor
2. Find the student record.
3. Click on the open status record.
4. Click **Status**.
5. Click **Chg Enroll**.
6. Complete all fields on the screen.
7. Click **Save**.

HOW TO DELETE A CLOSED STATUS RECORD

CAUTION: Only delete a closed status record when an error was made in creation but wasn't caught before "Save" was clicked -- never delete a status record if the student attended at least one day under this status.

1. SIS2000+ | Enrollment | Student Editor
2. Find the student record.
3. Click **Edit**.
4. Double-click the status line to delete.
5. Click **Delete**.
6. Click **Yes** to confirm deletion.
7. Click **Done**.

HOW TO EDIT, CHANGE, OR CORRECT STUDENT DEMOGRAPHIC DATA

1. SIS2000+ | Enrollment | Student Editor
2. Find the student record.
3. Click **Edit**.
4. Edit all data fields on the eight information screens (also called pages or tabs).
5. Click **Save**.

HOW TO PERFORM "NO SHOW" PROCESSING

NOTE: After the first ten days of school, perform "No Show" processing to batch withdraw students who are registered but have never shown up to attend school.

1. SIS2000+ | Enrollment | No Show
2. Define Criteria
3. Click **Process No Shows**.
4. From the resulting list of students who meet the criteria, select students to withdraw by moving their names to the right-hand panel.
5. Click **Process**.
6. Select an exit code and attendance code.
7. Click **Continue**.

HOW TO ADD STUDENT AWARDS AND ACTIVITIES

1. SIS2000+ | Enrollment | Activities
2. Find the student record.
3. Click **Add**.
4. Enter field data.
5. Click **Save**.
6. Click **Done**.